Jenks Public Schools
Discrimination Complaint Form

The below form is for allegations of discrimination based on race, color, national origin, disability, age, and religion. *If the allegation is on the basis of sex, please refer to Title IX policies and procedures which are available at www.jenksps.org, by emailing titleix@jenksps.org, or by contacting the Title IX Coordinator at (918)299-4415.

Section 1: Complainant Information	
Name of Individual Completing Form:	Today's Date:
Phone Number:	Email Address:
Name of Individual Discriminated Against:	Student or Employee ID of Individual Discriminated Against:

Section 2: Respondent Information
Who is the person, group, or organization responsible for the alleged discrimination?
What is this person, group, organization's relationship to Jenks Public Schools. ☐ Student(s) ☐ Employee(s) ☐ Other_____

Section 3: Complaint Information
On what basis are you alleging discrimination? Please specify. ☐ Race _____ ☐ Color _____ ☐ National Origin _____ ☐ Disability _____ ☐ Age _____ ☐ Religion _____ *If the allegation is on the basis of sex, please refer to Title IX.

Is this a recurring discriminatory act? ☐ Yes, recurring ☐ No, one time	Location(s) of alleged discrimination:
Date(s) of alleged discrimination:	Approximate time(s):
Please explain what happened. (You may attach additional information and/or supporting documents.)	
Please provide the names of any individuals who were present and witnessed the act(s) of discrimination.	
Please explain how you would like to see this complaint resolved?	

Signature: _____ Date: _____

Please send completed form to:
Attn: Human Resources
Jenks Public Schools
205 East B Street
Jenks, OK 74037
Phone: (918)299-4415 ext. 2414
Fax: (918)298-6602
Email: hr@jenksps.org